CHECKING YOUR IDOC QUARTERLY DATA FILE

Julie Latta
Vigo County Community Corrections

*Only Applicable to counties using PBS Software!

Run your Quarterly Report

- Run your Quarterly Data Tool – this is the PBS Data Collection tool you have been using since September.

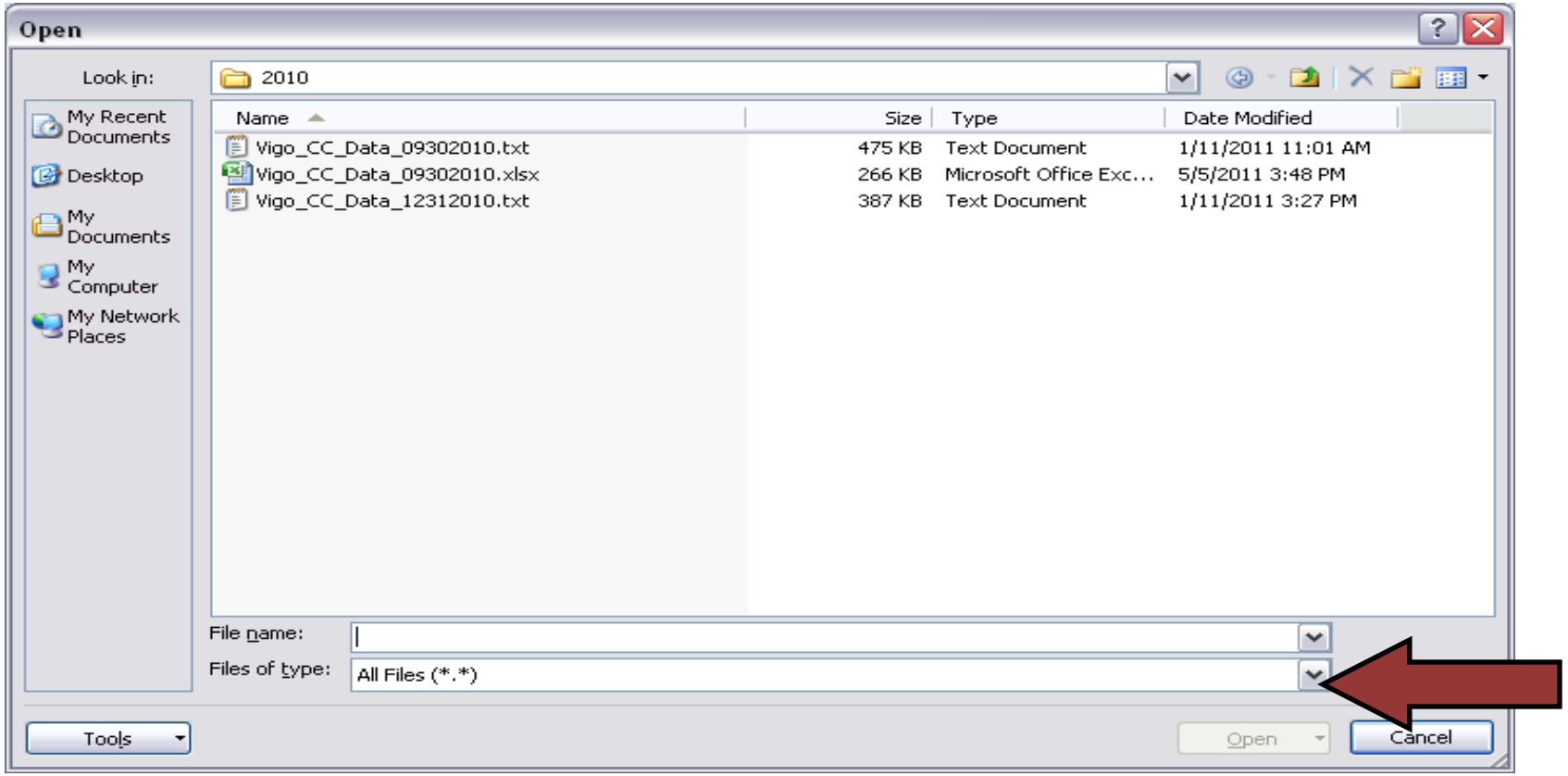
- Make all the corrections and edits as you step through this tool – as always.

Run your Quarterly Report

- When you are finished editing click – “Create Transfer File”
- File Name is – (“Yourcounty”_CC_Data.txt)
- This is usually stored in your “my documents” folder on your PC (by default)
- Minimize or close the database

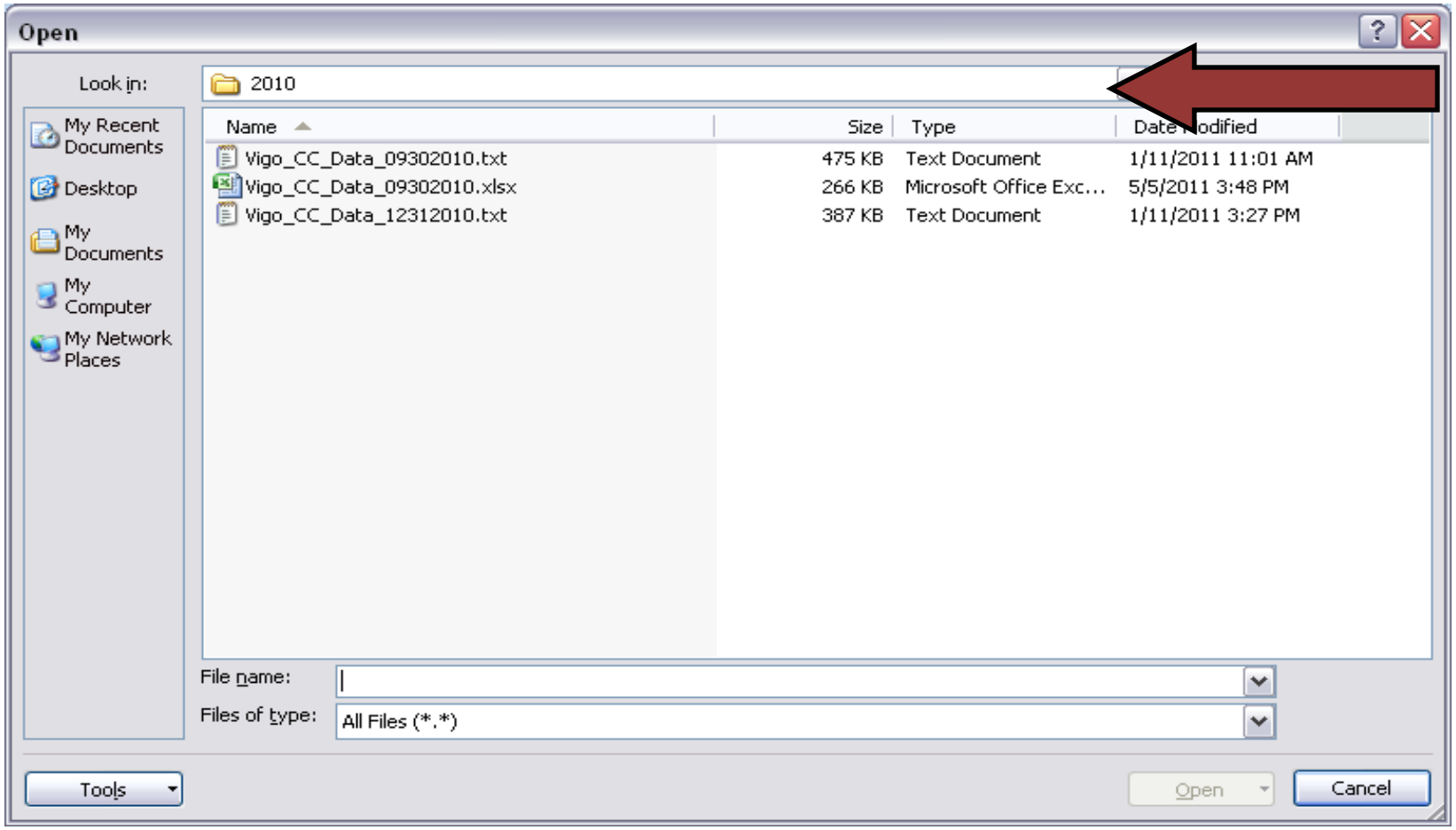
Opening your Data File

- Open Microsoft Excel
- Click “File Open”
- On “Files of Type” change it to “All Files (*.*)



Opening your Data File

- In the “Look In” change it to the folder where your Quarterly Data Upload file is located.

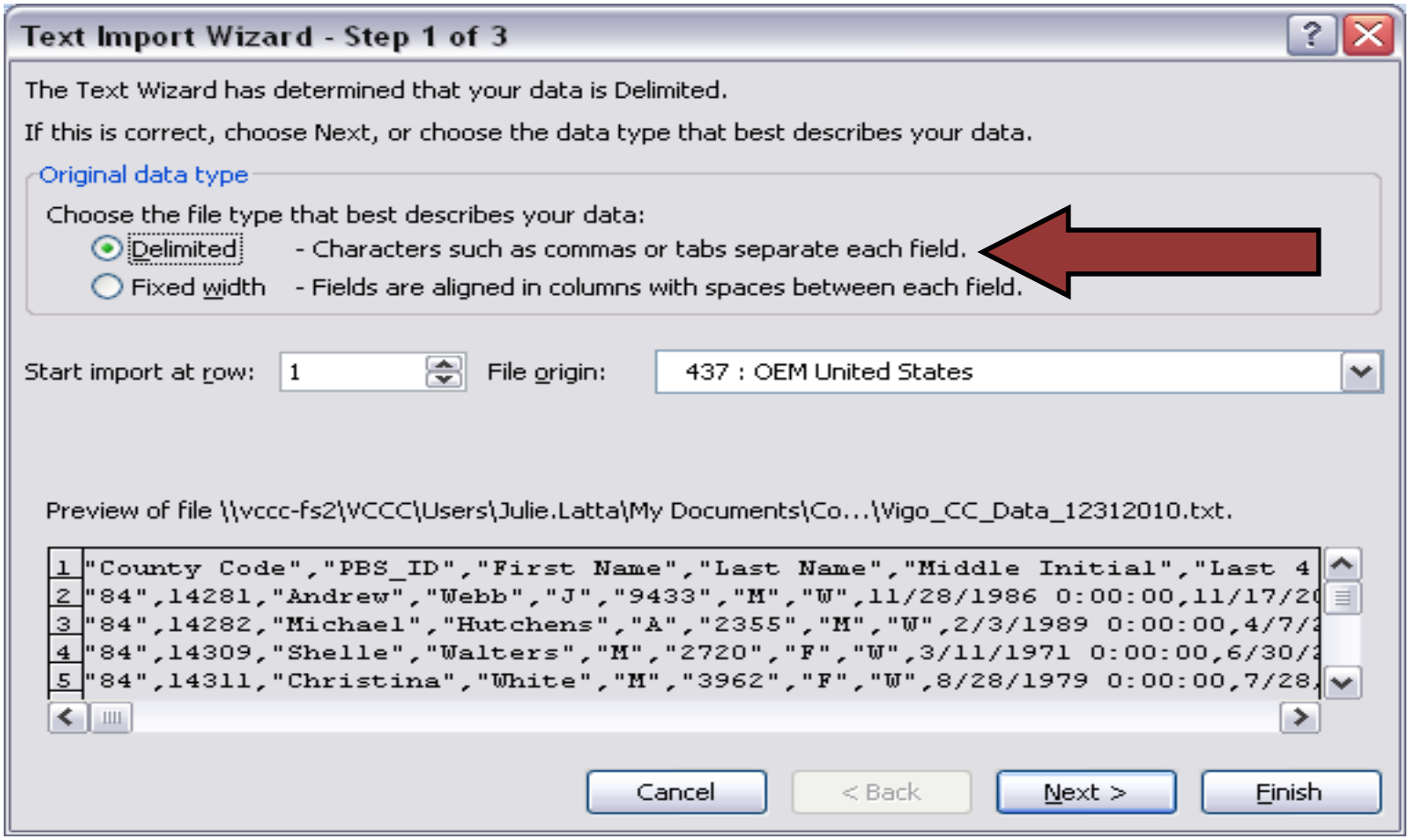


Opening your Data File

- Select your current file and click “OPEN”
- The “Text Import Wizard” will open and prompt you through 3 steps that will convert your data into a format that you can read and follow.
- Simply follow the questions as below.

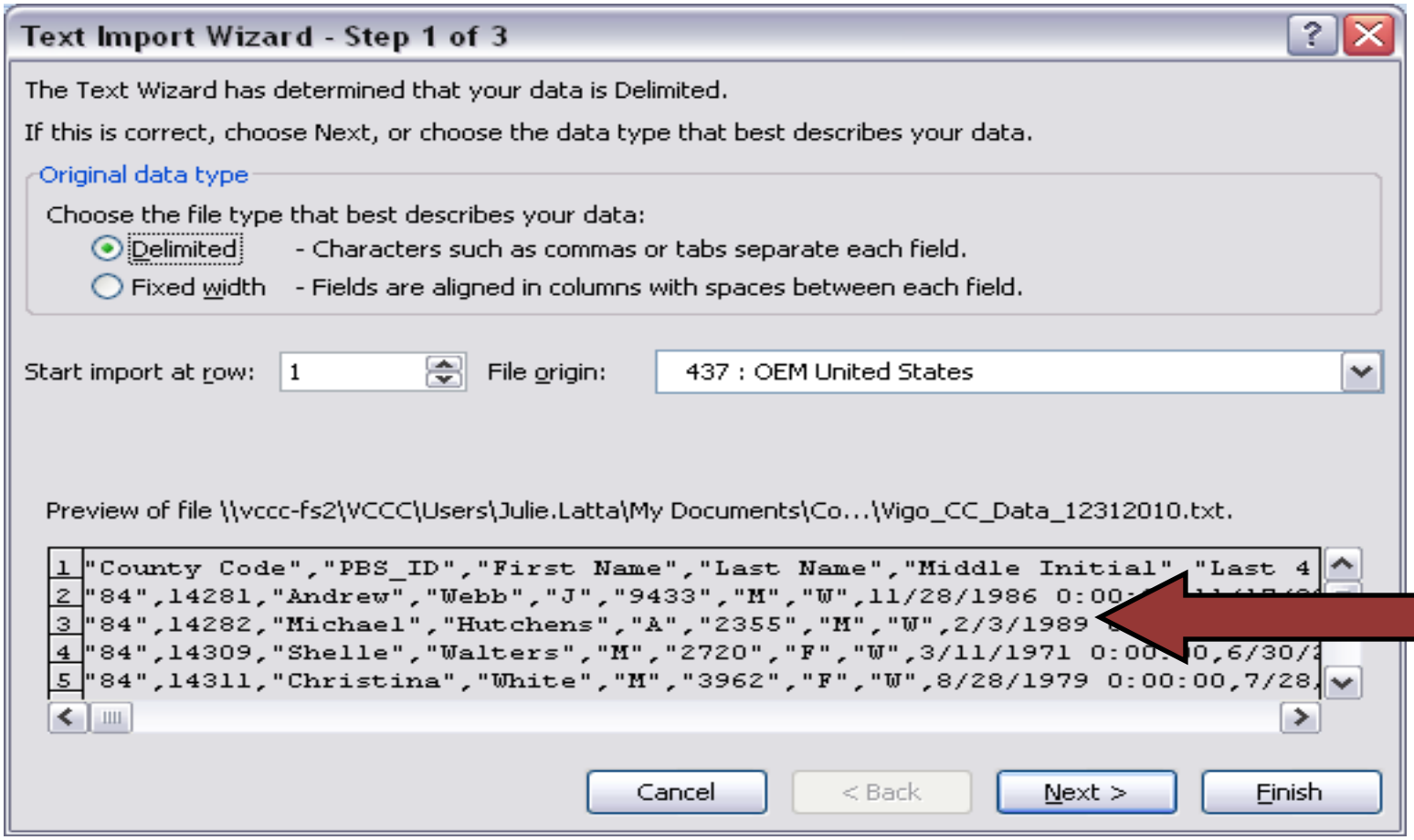
Opening your Data File

- When the Wizard opens – select “DELIMITED” – your data is “comma delimited” – or columns separated by commas



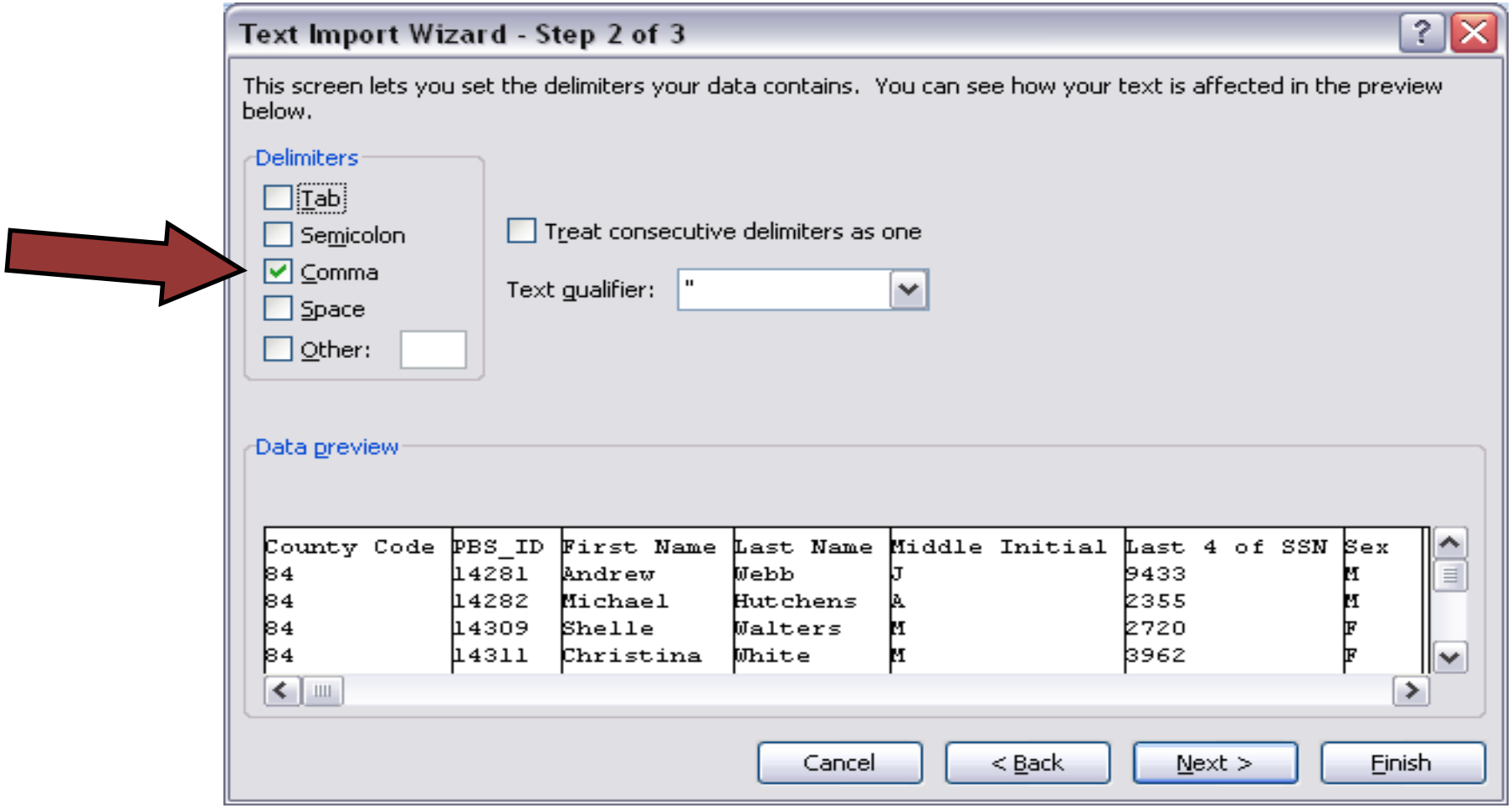
Opening your Data File

- Your data is in the “Preview of file” section below. If you open this file by notpad, etc., you would find it difficult to read and possibly miss seeing all of your data.



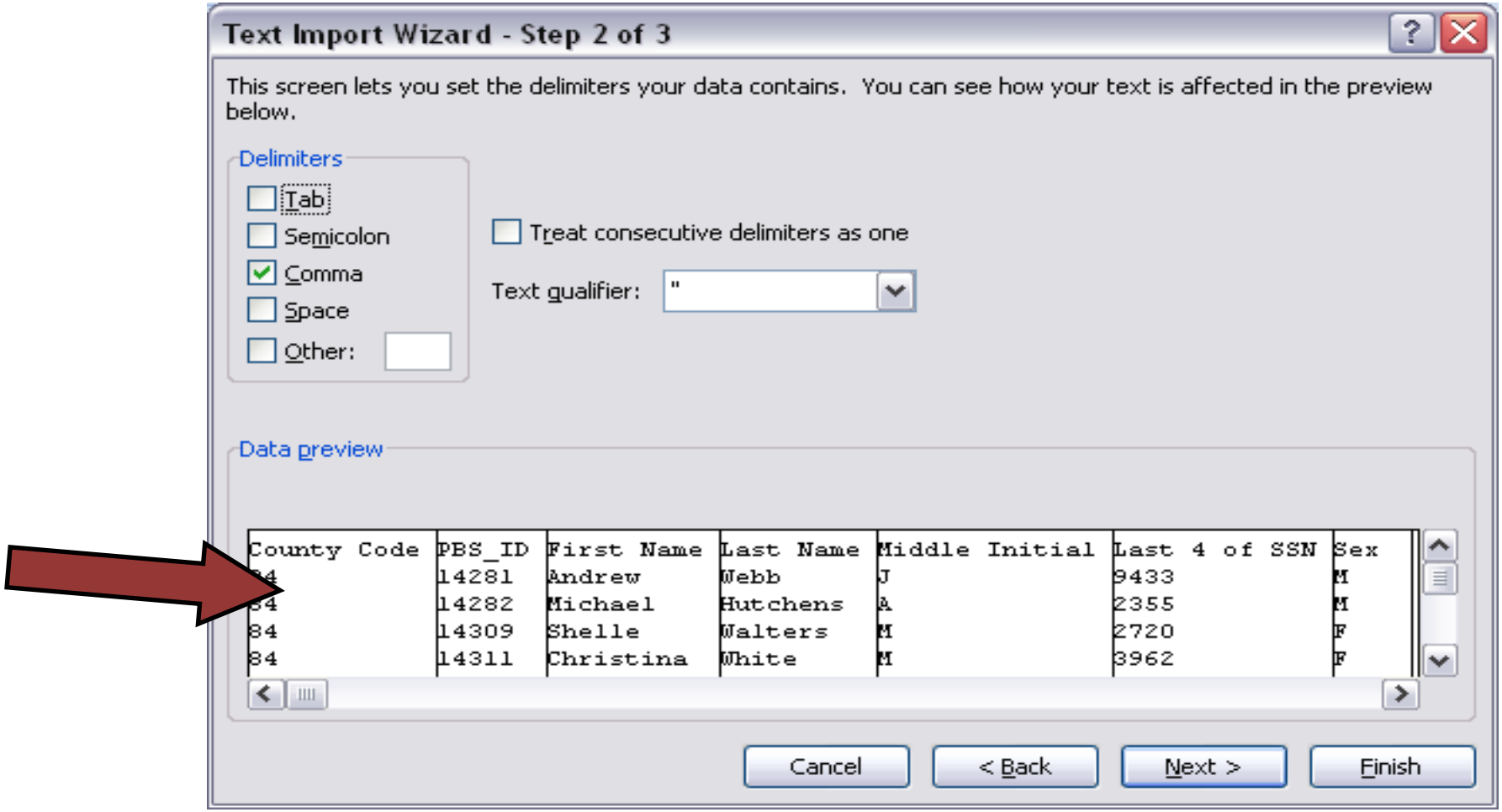
Opening your Data File

- Click “NEXT”
- Change the Delimiters box to select “Comma”



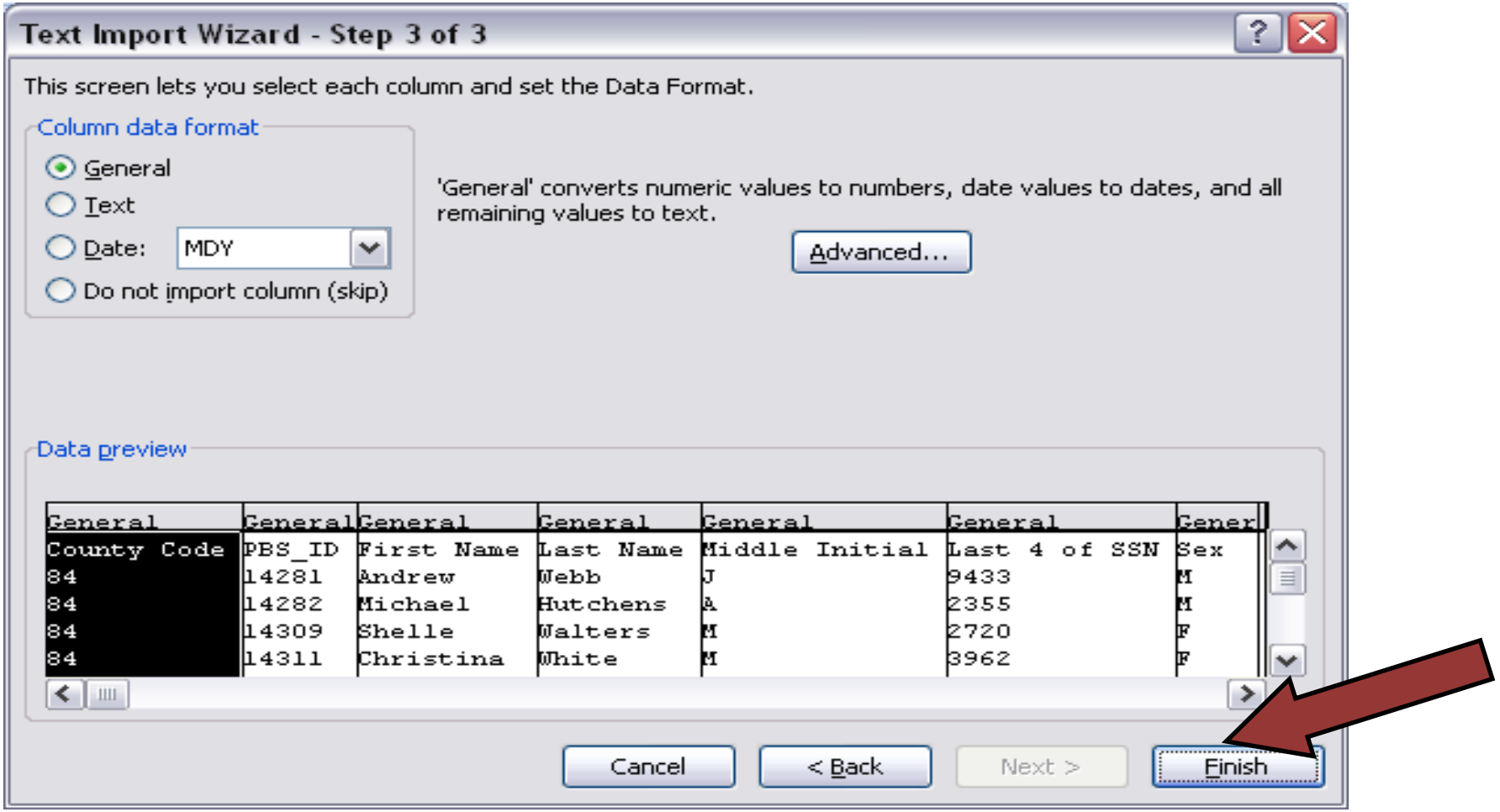
Opening your Data File

- Note that your data now appears in columns with headings
- Click “Next”



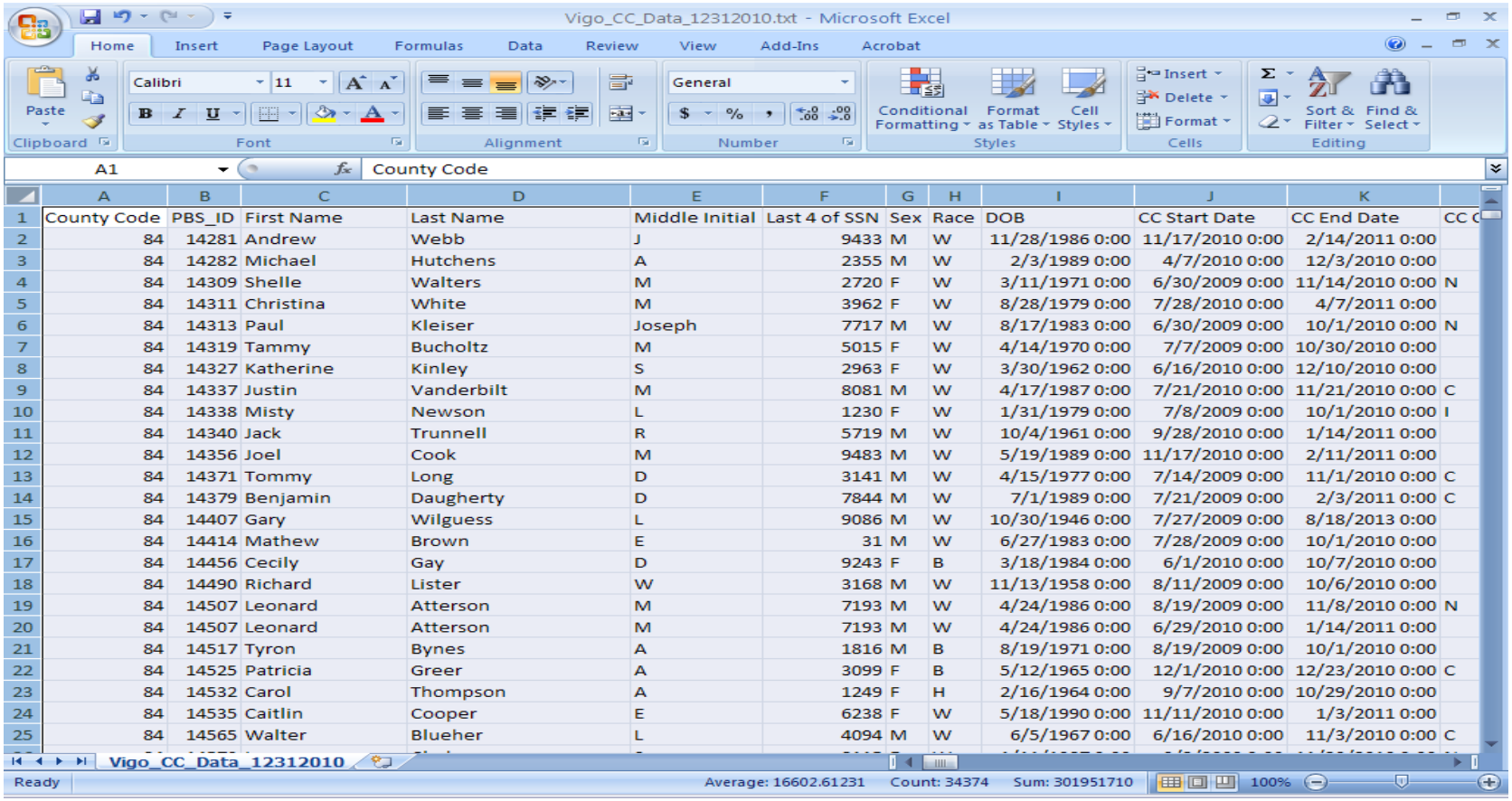
Opening your Data File

- This step will try to leave out columns you may not want – we want all of them so…
- Click “Finish”



Reviewing your Data File

- Your data appears in a SPREADSHEET format for you to view easily with column headings.



	A	B	C	D	E	F	G	H	I	J	K	
1	County Code	PBS_ID	First Name	Last Name	Middle Initial	Last 4 of SSN	Sex	Race	DOB	CC Start Date	CC End Date	CC C
2	84	14281	Andrew	Webb	J	9433	M	W	11/28/1986 0:00	11/17/2010 0:00	2/14/2011 0:00	
3	84	14282	Michael	Hutchens	A	2355	M	W	2/3/1989 0:00	4/7/2010 0:00	12/3/2010 0:00	
4	84	14309	Shelle	Walters	M	2720	F	W	3/11/1971 0:00	6/30/2009 0:00	11/14/2010 0:00	N
5	84	14311	Christina	White	M	3962	F	W	8/28/1979 0:00	7/28/2010 0:00	4/7/2011 0:00	
6	84	14313	Paul	Kleiser	Joseph	7717	M	W	8/17/1983 0:00	6/30/2009 0:00	10/1/2010 0:00	N
7	84	14319	Tammy	Bucholtz	M	5015	F	W	4/14/1970 0:00	7/7/2009 0:00	10/30/2010 0:00	
8	84	14327	Katherine	Kinley	S	2963	F	W	3/30/1962 0:00	6/16/2010 0:00	12/10/2010 0:00	
9	84	14337	Justin	Vanderbilt	M	8081	M	W	4/17/1987 0:00	7/21/2010 0:00	11/21/2010 0:00	C
10	84	14338	Misty	Newson	L	1230	F	W	1/31/1979 0:00	7/8/2009 0:00	10/1/2010 0:00	I
11	84	14340	Jack	Trunnell	R	5719	M	W	10/4/1961 0:00	9/28/2010 0:00	1/14/2011 0:00	
12	84	14356	Joel	Cook	M	9483	M	W	5/19/1989 0:00	11/17/2010 0:00	2/11/2011 0:00	
13	84	14371	Tommy	Long	D	3141	M	W	4/15/1977 0:00	7/14/2009 0:00	11/1/2010 0:00	C
14	84	14379	Benjamin	Daugherty	D	7844	M	W	7/1/1989 0:00	7/21/2009 0:00	2/3/2011 0:00	C
15	84	14407	Gary	Wilguess	L	9086	M	W	10/30/1946 0:00	7/27/2009 0:00	8/18/2013 0:00	
16	84	14414	Mathew	Brown	E	31	M	W	6/27/1983 0:00	7/28/2009 0:00	10/1/2010 0:00	
17	84	14456	Cecily	Gay	D	9243	F	B	3/18/1984 0:00	6/1/2010 0:00	10/7/2010 0:00	
18	84	14490	Richard	Lister	W	3168	M	W	11/13/1958 0:00	8/11/2009 0:00	10/6/2010 0:00	
19	84	14507	Leonard	Atterson	M	7193	M	W	4/24/1986 0:00	8/19/2009 0:00	11/8/2010 0:00	N
20	84	14507	Leonard	Atterson	M	7193	M	W	4/24/1986 0:00	6/29/2010 0:00	1/14/2011 0:00	
21	84	14517	Tyron	Bynes	A	1816	M	B	8/19/1971 0:00	8/19/2009 0:00	10/1/2010 0:00	
22	84	14525	Patricia	Greer	A	3099	F	B	5/12/1965 0:00	12/1/2010 0:00	12/23/2010 0:00	C
23	84	14532	Carol	Thompson	A	1249	F	H	2/16/1964 0:00	9/7/2010 0:00	10/29/2010 0:00	
24	84	14535	Caitlin	Cooper	E	6238	F	W	5/18/1990 0:00	11/11/2010 0:00	1/3/2011 0:00	
25	84	14565	Walter	Blueher	L	4094	M	W	6/5/1967 0:00	6/16/2010 0:00	11/3/2010 0:00	C

Reviewing your Data File

- Look for “Missing Information” specifically in the Treatment columns.
- If the columns are empty and you know that you have recorded programs into Informer, then your Reports Database is pulling information from the wrong tables.

Reviewing your Data File

- Look in Informer and locate what tab staff is using to record program and service activity. Such as Matrix, GED, Life Skills, etc.
- For instance, our is under “Class” subtab in Case Information.
- Once this is identified, contact MARK with PBS so that your reports can be modified accordingly.

Reviewing your Data File

- Some of you may say the Quarterly Reports Data Tool has “Treatment Validation” etc.
- This looks for DATA ENTRY ERRORS – therefore if there is no data stored in the table it is searching it will pull nothing since there is NO DATA.
- Your data is only as good as you record it. Make sure that your staff are recording data the same way across the board.

Questions?